

# **Planning Application Validation Requirements**

***A guide to getting it right first time***

**South Somerset District Council**

**July 2020**

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## Introduction

### Thank you for taking the time to read South Somerset's document on Validation requirements.

This Validation document has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and South Somerset District Council (SSDC) has local requirements. SSDC's validation document reflects both the National Guidance on the validation of applications and the local requirements to meet adopted local plan policies. To avoid confusion, this document will merge local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time round. This reduces time and costs for us and means we can start progressing your application without delay.

This Checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory and Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information. Links to other bodies and documents that will help you get your submission right can be found under the Glossary at the end of this document.

This document provides specific requirements for all types of applications and these are listed in the Contents page. Applicants/agents should ensure that their application submission includes all of the information required for the specific type of application that is being submitted. This document has been designed for use both electronically and in hard copy; when used electronically you can click on links to navigate to specific items/web pages.

Detailed information about the planning process can be found via [here](#)

Before submitting your application SSDC requests that you consider seeking [pre-application advice](#). It can be very helpful for you to seek our advice about your planning proposals before submitting your actual application. This can help to overcome potential difficulties and make sure your application addresses all the important planning considerations. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.



Where this symbol is visible the applicant may ascertain whether that particular plan/document/report is necessary to support the application by contacting the administration team or discussing the matter with the case officer during pre-application discussions. In the absence of such, the LPA will decide at the validation stage whether to invalidate the application if the stated requirement has not been met. You are also directed to the 'Validation Checklist Form' section on page 7.

SSDC will soon adopt a Negotiation Strategy which sets out how live applications will be progressed in terms of amendments.

## Adoption / Review

This document was adopted by the Council's District Executive on 4 June 2020. It came into force on 1 July 2020.

The local validation checklist should be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3, Article 11 (3) (d).

## What is Validation?

Validation is the process of checking that all relevant documentation and fee (where applicable) has been provided. If an applicant/agent submits an application without the necessary documentation, or with clear inaccuracies, we will declare the application invalid (with no further action taken) until the required information is provided. Some of the requirements are National Requirements and some are Local Requirements. For simplicity, no differentiation is made in this document between the two types of requirement.

## The Extent of Information Requested

The extent of information requested for validation has been the subject of consultation and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 11 (3) (c).

## Plans

### **Location Plan** (*what's a location plan? - see example below*)

A site location plan shows the proposal in its surrounding context and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:1250, 1:2500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- E. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, **outlined in red**
- F. Show any other land within the applicant's ownership or control that is close to or adjacent to the site **outlined in blue**
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour

More information relating to location plans can be seen [here](#)

Location plans can be purchased [online](#)

### **Block / Site Plan (existing and proposed)** (*what's a block/site plan? - see example below*)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:500, 1:200, 1:100 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention):
  - i. On the site
  - ii. On land adjoining the site
- F. Clearly show any buildings to be demolished (this can be especially useful in establishing CIL liability)
- G. Include access arrangements (width, visibility splays (existing and proposed), surfacing, drainage, positioning of gates, etc,), existing and proposed parking provision (with individual

spaces/garages delineated/annotated to the appropriate dimensions in accordance with the Somerset Parking Strategy), and the provision of on-site turning facilities where applicable

- H. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges)
  - i. On the site
  - ii. On land adjoining the site
- I. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- J. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- K. Indicate original paper size (A4, A3 etc.) on drawings for printing
- L. Be uploaded/printed in colour

More information relating to block/site plans can be seen [here](#)  
Block/site plans can be purchased [online](#)

**PLEASE NOTE:** A Block/Site Plan is likely to contain highways/ parking details. SSDC has produced [helpful guidance](#) to applicants so the right information is included on plan.

**Elevation Drawings (existing and proposed) (*what's a elevation drawing? - see example below*)**

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate.
- E. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- F. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- G. Indicate original paper size (A4, A3 etc.) on drawings for printing
- H. Be uploaded/printed in colour where needed
- I. Include the particulars specified or referred to in the application form e.g. material etc.

**Floor Plans (existing and proposed) (*what's a floor plan? - see example below*)**

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Explain the proposal and usage in detail
- C. Show the entire floor area for any existing building as well as the proposed development
- D. Show new buildings in context with adjacent buildings
- E. Show any buildings or walls to be demolished
- F. Show roof plan, if not shown on the site plan and is relevant to the proposal
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour where needed

**Roof Plans (existing and proposed) (*what's a roof plan? - see example below*)**

A roof plan is used to show the shape of the roof. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- C. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- D. Indicate original paper size (A4, A3 etc.) on drawings for printing
- E. Be uploaded/printed in colour where needed

**Section Plans / Levels (existing and proposed) (what's a section/levels plan? - see example below)**

A section plan shows a view of a structure as though it had been sliced in half vertically, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans. Required for detached buildings, showing finished floor levels above a fixed datum point e.g. a manhole cover and extensions within flood zones 2 and 3. Required for excavation works incl. garden terracing or where retaining walls are needed.

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Show a cross section(s) through the proposed building(s) or structure
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- F. Indicate original paper size (A4, A3 etc.) on drawings for printing
- G. Be uploaded/printed in colour where needed

**Examples**

Typical examples of all types of plan/drawing are viewable [here](#)

**For information:** copyrighted plans cannot be accepted unless with accompanying authorisation.

## Submitting an Application

**South Somerset District Council strongly encourages digital submission of all planning application material.**

This reduces administrative process time meaning we can progress your application more quickly.

Planning application can be submitted electronically via the [Planning Portal](#). The Planning Portal was established in 2002 to allow planning applications in England and Wales to be processed and passed to the local authority electronically. It is not administered by SSDC.

Paper submissions are strongly discouraged and will not be prioritised. It is highly likely extensions of time will routinely be requested for these applications due to the extra administrative time they take to process. NB: Cheques – applications accompanied by cheques will not be progressed until the cheque has been banked and has cleared. This can take up to 5 days.

## Extra information requested after validation

The list of requirements is not exhaustive and we can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist but which we need to determine the application will be requested during the course of the application and should be provided as soon as possible. SSDC will soon adopt a Negotiation Strategy which sets out how live applications will be progressed in terms of amendments.

## Validation disputes

If an applicant/agent disagrees with the reasons for invalidating a planning application the rationale for this disagreement should be first made in writing. A Case/Specialist Officer will review the matter and if following any negotiations there is still no agreement as to a way forward, the applicant may send a final notice to the authority setting out their reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 12. The applicant must have submitted all the other information needed to validate the application together with the fee. The authority will then either confirm the information is no longer required and issue a validation notice or disagree and issue a non-validation notice against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

## Retrospective Applications

Planning applications submitted for development that has already been carried out are called 'retrospective'. There is nothing in planning law to stop somebody carrying out development in advance of seeking planning permission but they do so at risk that any application is refused and enforcement action launched to rectify the situation. In terms of the application submission it is advisable that the fact the application is retrospective is made clear and that photos are submitted that show the current situation with the build (whether half complete or finished). In these situations existing plans should show the situation prior to the works having been undertaken, with proposed plans showing the proposed finished development.

## Pre-Application Advice - *South Somerset District Council encourages pre-application submissions.*

In accordance with SSDC's proactive approach, all applicants/agents are strongly advised to seek pre-application advice before submitting an application, to ascertain the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted. This is considered essential for major applications. For further information please view [Pre-Application Advice](#)

## Statement of Community Involvement (SCI) - *South Somerset District Council strongly encourages local engagement.*

South Somerset's [SCI](#) sets out what we expect from developers proposing development and underpins SSDC's commitment to engage developers with local communities and what level of consultation local communities and individuals can expect thereafter. All local planning authorities are required under section 18(1) of the Planning and Compulsory Purchase Act 2004 to prepare and maintain a SCI.

## Neighbour Consultation Requirement

A significant number of applications attract objections that could have been resolved prior to submission had the applicant or agent discussed proposals with neighbours or interested parties like Parish Councils; this is in addition to seeking pre-application advice from SSDC. Objections delay the processing of applications and can create cost for the applicant and SSDC in processing amended plans. As such it will be a validation requirement to set out what consultation an applicant/ agent has undertaken, what issues were raised and how these have been dealt with in the submission, or why they haven't resulted in any changes. The form towards the end of this document shall be completed for relevant applications.

## Validation Checklist Form

This form acts a tick list or as a double check for the applicant/agent to ensure all the necessary documents have been submitted. It is recognised that the requirements are detailed and much more extensive than existed prior, as such the Checklist Form allows comments to be made and submitted with an application to set out why a particular document may have not been submitted. It is recognised that there will be circumstances where the requirement do not fit or are out of proportion and the Checklist allows these situations to be explained. These comments will be assessed by our team. These matters should ideally be discussed with an officer at the pre-application stage. The full set of Checklist Forms can be viewed [here](#).

## Householder planning application (registered as a minor application)

The Householder Application for Works or Extension to an existing Dwelling should be used for proposals to alter/extend a single dwelling or two or more dwellings, including works within the curtilage (boundary/garden) of a house or the formation of an access in association with a house.

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal Fee Calculator</a> . The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Forms		Required where the proposed development will involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space). Forms available <a href="#">here</a> , The Council's CIL guidance can be found <a href="#">here</a> .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		See 'Plans' section Required for detached buildings, showing finished floor levels above a fixed datum point e.g. a manhole cover and extensions within flood zones 2 and 3. Required for excavation works incl. garden terracing or where retaining walls are needed.	Local Plan Policy EQ2

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Biodiversity Checklist/Ecology Report		<p>Required if works are proposed which may affect protected species or habitats. It will be a requirement to complete a <a href="#">Biodiversity Checklist</a> and include within your application.</p> <p>If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed.</p>	Local Plan Policy EQ4
Flood Risk Assessment(FRA)		<p>Required for development in Flood Zone 2 and 3 or works within 8m of a main river. Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice, <a href="#">here</a></p> <p>A householder and Other Minor Extensions FRA Information Sheet and Form is available <a href="#">here</a></p>	NPPF paragraphs 155-165
Archaeological Assessment		Required for developments in areas of high archaeological potential.	NPPF paragraph 189
Design and Access Statement		<p>Required for Listed Buildings or if in a Conservation Area, and should include a Heritage Asset Statement.</p> <p><a href="#">What is a Design and Access Statement?</a></p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>PPG Design paragraphs 029 - 034</p>
Tree Survey and Protection Measures		<p>Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Helpful guidance is available at <a href="http://www.trees.org.uk">www.trees.org.uk</a></p>	<p>Local Plan Policies EQ4 and EQ5</p> <p>BS. 5837 (2012)</p>
Photographs		Please supply photographs of the existing property to which the extension is proposed. Please stand well back from the location of the development and include context and reference points in the photos, guidance is available <a href="#">here</a> .	
Neighbour Consultation Form		Detailed on page 7 of this document.	

## Change of Use (could be registered as a minor, major or other application)

If you are intending to change the use of all or part of your property/land, you may need to obtain planning permission. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The full application for Planning Permission form should be used for change of use applications.

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form, Fee and Validation Checklist Form		<p>From <a href="#">Planning Portal Fee Calculator</a>.</p> <p>The checklist is available <a href="#">here</a> to double check all the correct documents have been included and to provide commentary as to why certain things may have been left out.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space) of out of town retail. Forms available <a href="#">here</a> , The Council's CIL guidance can be found <a href="#">here</a> .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		<p>See 'Plans' section.</p> <p>A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Floor Plans (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Ecology Report		<p>Not required for projects that don't include physical works.</p> <p>If physical works are proposed it will be a requirement to complete a <a href="#">Biodiversity Checklist</a> and include within your application.</p> <p>If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)</p> <p>Local Plan Policy EQ4</p>

## Change of Use (continued – page 2)

Document Description:	Req'd	What / When is required:	Policy/Legislation:
Flood Risk Assessment(FRA)		<p>Required for :</p> <ul style="list-style-type: none"> <li>Essential infrastructure / Highly vulnerable / More vulnerable uses within Flood Zone 2 and 3</li> </ul> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice, <a href="#">here</a></p>	NPPF paragraph 1155-165 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local Plan Policy EQ3 NPPF paragraph 189
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> <li>Affordable housing</li> <li>The provision of on-site open space and play equipment</li> <li>Highway Infrastructure and Travel Planning</li> <li>Matters which cannot be covered by planning conditions or CIL</li> </ul>	Local Plan Policies SS6, HG3, TA3, TA4, TA5, HW1
Noise / Vibration Assessments		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Local Plan Policy EQ7
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	Local Plan Policy HG9 NPPF paragraph 79
TransportAssessment / Statement		<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> <li>Result in a material increase or change in the traffic</li> <li>Impact on other modes of transport</li> </ul> <p>Draft Travel Plan in accordance with Policy TA4</p>	Local Plan Policies TA1, TA3, TA4, TA5
Landscape Plan / Strategy		Required except where Change of Use has no landscape impact.	Local Plan Policy EQ2

## Change of Use (continued – page 3)

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Retail Impact Assessment		Required for applications for over 2,500m <sup>2</sup> of floor space for retail, leisure or office development.	Local Plan Policy EP12 NPPF paragraphs 85-90
Planning Statement		Required (can be combined with a Design and Access Statement) <a href="#">Statement of Community Involvement</a> - Compliance statement required to show engagement with local community prior to submission.  Affordable Housing Statement - Required for residential development of 10 or more units and must include number and tenure/size mix of affordable units.	NPPF paragraphs 10 and 14  Adopted Statement of Community Involvement  Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points in the photos.	
Neighbour Consultation Form		Detailed on page 7 of this document.	

## Full or Outline planning application for Minor development (registered as a minor application)

(less than 10 dwellings of 1000sqm of new office, retail, manufacturing or other floorspace)

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties. Outline applications are used when the principle of a development needs to be established.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		<p>From <a href="#">Planning Portal</a> <a href="#">Fee Calculator</a></p> <p>The checklist is available <a href="#">here</a> to double check all the correct documents have been included and to provide commentary as to why certain things may have been left out.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		<p>Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m<sup>2</sup> or more floor space (including converted floor space) of out of town retail.</p> <p>CIL Additional Information Form is not required for Outline applications. Forms available <a href="#">here</a>. The Council's CIL guidance can be found <a href="#">here</a>.</p>	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		<p>See 'Plans' section.</p> <p>A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		<p>See 'Plans' section.</p> <p>Required for changes to elevations.</p> <p>Drawn to a scale of 1:50 or 1:100 and include a scale bar</p> <p>Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	Local Plan Policy EQ2

## Full or Outline planning application for Minor development (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		Required for changes to floor plans. See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2
Ecology Report		Required if works are proposed which may affect protected species or habitats. It will be a requirement to complete a <a href="#">Biodiversity Checklist</a> and include within your application. If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed. This should include evidence to support Habitats Regulations Assessment where appropriate.	Local Plan Policy EQ4
Flood Risk Assessment(FRA)		Required for: Development over 1 hectare in Flood Zone 1 and all development in Flood Zone 2 and 3 Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	NPPF paragraph 155 - 165 PPG Flood Zone and Flood Risk Tables
Drainage Plan and Strategy		This should be indicative/conceptual for outline residential and commercial schemes. This should be detailed for full submissions. The plans should detail the surface water drainage strategy and should include reference to Sustainable Urban Drainage principles.	NPPF paragraph 155 - 165
Heritage Statement		Required for works within a Conservation Area or AONB, works adjacent to or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy HG3 NPPF paragraph 189
Archaeological Assessment		Required for developments in areas of high archaeological potential.	NPPF paragraph 189

## Full or Outline planning application for Minor development (continued – page 3)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design and Access Statement		Required for development within a Conservation Area comprising: One or more dwellings Increase in floor space of 100m <sup>2</sup> or more What is a <a href="#">design and access statement?</a>	The Town and Country Planning (Development Management Procedure) (England) Order 2015  PPG Design paragraphs 029 - 034
Tree and Hedgerow Survey/Report and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction.  Helpful guidance is available at <a href="http://www.trees.org.uk">www.trees.org.uk</a>	Local Plan Policy EQ4 and EQ5  BS. 5837 (2012)
Landscaping Plan		Strongly advised for residential and commercial developments.	Local Plan Policy EQ5
Structural Survey and Conversion Method Statement		Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Barns and Other Historic Buildings guidance where appropriate.	To ascertain the tests for 'conversion'  Local Plan Policies SD1, SS2
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> <li>• Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR</li> <li>• A vulnerable use is proposed where human health may be impacted</li> </ul>	Local Plan Policy EQ7
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• The provision of on-site open space and play equipment</li> <li>• Highway Infrastructure and Travel Planning</li> <li>• Matters which cannot be covered by planning conditions or CIL</li> </ul>	Local Plan Policies SS6, HG3, TA3, TA4, TA5, HW1

## Full or Outline planning application for Minor development (continued – page)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Noise / Vibration Assessment		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Local Plan Policy EQ7
Agricultural Appraisal		Required for countryside development including new agricultural buildings or rural worker's dwelling.	Local Plan Policy HG9 NPPF paragraph 79
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> <li>• Result in a material increase or change in the traffic</li> <li>• Affect a classified road or proposed highway</li> <li>• Involve the laying out or construction of a highway or access</li> <li>• Impact on other modes of transport</li> </ul> Draft Travel Plan in accordance with Policy TA4	Local Plan Policies TA1, TA3, TA4, TA5
Landscape and Visual Impact Assessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> <li>• Solar and wind energy projects</li> <li>• Development in or on the edge of the open countryside or AONB</li> </ul>	Local Plan Policy EQ2
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the <a href="#">NP webpage</a> for an up-to-date list. Proposals should be assessed against each policy.	NPPF paragraph 2
National Design Guide Compliance Statement		For residential schemes compliance with the <a href="#">10 Characteristics of Well Designed Places</a> should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8
Planning Statement		Required (can be combined with a Design and Access Statement) <a href="#">Statement of Community Involvement</a> - Compliance statement required to show engagement with local community prior to submission:	PPG Design paragraphs 029 - 034 Adopted Statement of Community Involvement Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Neighbour Consultation Form		Detailed on page 7 of this document.	

\*\*Evidence of compulsory pre-application consultation for some wind turbine development is required, ask the LPA for more details.

## Full or Outline planning application for Major development (registered as a major application)

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties. Outline applications are used when the principle of a development needs to be established. The following types of application are classed as 'major':

- Residential applications for 10 or more dwellings
- Outline residential applications on a site of 0.5 hectares or more.
- Commercial development site of 1 hectare or more or involving floor space of 1000m<sup>2</sup> or more

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal Fee Calculator</a> The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space) of out of town retail. CIL Additional Information Form is not required for Outline applications. Forms available <a href="#">here</a> , The Council's CIL guidance can be found <a href="#">here</a> .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2

## Full or Outline planning application for Major development (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Section Plans / Levels (existing and proposed)		Required, except if matters are reserved. See 'Plans' section.	Local Plan Policy EQ2
Ecology Report		<p>Required if likely to affect protected species or habitats, except if there is no impact to be determined on a site by site basis.</p> <p>It will be a requirement to complete a <a href="#">Biodiversity Checklist</a> and include within your application.</p> <p>If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p> <p>An Environmental Impact Assessment (EIA) may be required.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)</p> <p>Local Plan Policy EQ4</p>
Flood Risk Assessment (FRA)		<p>Required for :</p> <p>Development over 1 hectare in Flood Zone 1 and all development in Flood Zone 2 and 3</p> <p>Works within 8m of a main river</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	<p>NPPF paragraphs 155-165</p> <p>PPG Flood Zone and Flood Risk Tables</p>
Drainage Plan and Strategy		<p>This should be indicative/conceptual for outline residential and commercial schemes.</p> <p>This should be detailed for full submissions.</p> <p>The plans should detail the surface water drainage strategy and should include reference to Sustainable Urban Drainage principles.</p> <p>More details can be found <a href="#">here</a>.</p>	<p>NPPF paragraph 155 - 165</p>
Heritage Statement		Required for works within a Conservation Area, works adjacent to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	<p>Local Plan Policy EQ3</p> <p>NPPF paragraph 189</p>
Archaeological Assessment		Required for developments in areas of high archaeological potential.	NPPF paragraph 189

## Full or Outline planning application for Major development (continued – page 3)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design and Access Statement		<p>Required unless the development is for an engineering operation only.</p> <p>What is a <a href="#">design and access statement?</a></p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>PPG Design paragraphs 029 - 034</p>
Tree and Hedgerow Survey/Report and Protection Measures		<p>Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Helpful guidance is available at <a href="http://www.trees.org.uk">www.trees.org.uk</a></p>	<p>Local Plan Policy EQ4 and EQ5</p> <p>BS. 5837 (2012)</p>
Structural Survey and Conversion Method Statement		<p>Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SDC's Conversion of Agricultural / Rural Buildings guidance.</p>	<p>To ascertain the tests for 'conversion'</p> <p>Local Plan Policies SD1, SS2</p>
Land Contamination Report		<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> <li>• Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR</li> </ul> <p>A vulnerable use is proposed where human health may be impacted</p>	<p>Local Plan Policy EQ7</p>
Draft S106 / Heads of Terms		<p>Required for schemes involving:</p> <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• The provision of on-site open space (formerly RLT2 contributions)</li> <li>• Matters which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL</li> </ul>	<p>Local Plan Policies SS6, HG3, TA3, TA4, TA5, HW1</p>
Noise / Vibration Assessment		<p>Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.</p>	<p>Local Plan Policy EQ7</p>
Agricultural Appraisal		<p>Required for countryside development including new agricultural buildings or rural worker's dwelling.</p>	<p>Local Plan Policy HG9</p> <p>NPPF paragraph 79</p>

## Full or Outline planning application for Major development (continued – page 4)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Transport Assessment / Statement		<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> <li>• Result in a material increase or change in the traffic</li> <li>• Affect a classified road or proposed highway</li> <li>• Involve the laying out or construction of a highway or access</li> <li>• Impact on other modes of transport</li> </ul> <p>Draft Travel Plan in accordance with Policy TA4</p>	Local Plan Policies TA1, TA3, TA4, TA5
Landscape and Visual Impact Assessment		<p>Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to):</p> <p>Solar and wind energy projects Development in the open countryside or AONB</p>	Local Plan Policy EQ2
Landscape Plan / Strategy		Required except where landscaping is a Reserved Matter.	Local Plan Policies EQ2, EQ4, EQ5, EQ6
Retail Impact Assessment		Required for applications for over 2,500m <sup>2</sup> of floor space for retail, leisure or office development.	Local Plan Policy EP12 NPPF paragraphs 85-90
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the <a href="#">NP webpage</a> for an up-to-date list. Proposals should be assessed against each policy.	NPPF paragraph 2
National Design Guide Compliance Statement		For residential schemes compliance with the <a href="#">10 Characteristics of Well Designed Places</a> should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8
Planning Statement		<p>Required (can be combined with a Design and Access Statement) <a href="#">Statement of Community Involvement</a> - Compliance statement required to show engagement with local community prior to submission: Affordable Housing Statement - Required for residential development of 10 or more units and must include number and tenure/size mix of affordable units.</p>	Adopted Statement of Community Involvement  Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Neighbour Consultation Form		<p>Detailed on page 7 of this document. **Evidence of compulsory pre-application consultation for some wind turbine development is required, ask the LPA for more details.</p>	

## Reserved Matters Application (could be registered as a major or other application)

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including appearance, means of access, landscaping, layout and scale.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal Fee Calculator</a>  The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space) of out of town retail, unless the Outline permission was granted before 03 April 2017. Forms available <a href="#">here</a> , The Council's CIL guidance can be found <a href="#">here</a> .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Required for changes to elevations, except if approved within the Outline permission. See 'Plans' section.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		Required for changes to floor plans, except if approved within the Outline permission. See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Required, except if addressed at Outline stage. See 'Plans' section.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		Required, except if addressed at Outline stage. See 'Plans' section.	Local Plan Policy EQ2

## Reserved Matters Application (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy/Legislative:
Ecology Report		An update report will be required or if there is no impact - to be determined on a site by site basis. This should include evidence to support Habitats Regulations Assessment where appropriate.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Local Plan Policy EQ4
Flood Risk Assessment(FRA)		Required, except if addressed at Outline stage: Development over 1 hectare in Flood Zone 1 and all development in Flood Zone 2 and 3 Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	NPPF paragraphs 155-165 PPG Flood Zone and Flood Risk Tables
Drainage Plan and Strategy		The plan should detail the surface water drainage strategy and should include Sustainable Urban Drainage principles. More details can be found <a href="#">here</a> .	NPPF paragraph 155 - 165
Heritage Statement		Required, except if addressed at Outline stage. For works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy EQ3 NPPF paragraph 189
Archaeological Assessment		Required, except if addressed at Outline stage. For developments in areas of high archaeological potential.	NPPF paragraph 189
Design and Access Statement		Required, except if the development is for engineering operations only or if considered at Outline stage. What is a <a href="#">design and access statement?</a>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 - 034
Tree and Hedgerow Survey/Report and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction.  Helpful guidance is available at <a href="http://www.trees.org.uk">www.trees.org.uk</a>	Local Plan Policy EQ4 and EQ5  BS. 5837 (2012)

## Reserved Matters Application (continued – page 3)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscaping Plan		Strongly advised for residential and commercial developments.	Local Plan Policy EQ5
Structural Survey and Conversion Method Statement		Required, except if addressed at Outline stage. For development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Agricultural/Rural Buildings guidance.	To ascertain the tests for 'conversion' Local Plan Policies SD1, SS2
Land Contamination Report		Required, except if addressed at Outline stage. For application sites where there has been a previous or suspected contaminative use at the site AND: Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health may be impacted	Local Plan Policy EQ7
Noise / Vibration Assessment		Required, except if addressed at Outline stage. For developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Local Plan Policy EQ7
Transport Assessment / Statement		Required, except if addressed at Outline stage. For development that is likely to: <ul style="list-style-type: none"> <li>• Result in a material increase or change in the traffic</li> <li>• Affect a classified road or proposed highway</li> <li>• Involve the laying out or construction of a highway or access</li> <li>• Impact on other modes of transport</li> </ul> Draft Travel Plan in accordance with Policy TA4 if not agreed at outline.	Local Plan Policies TA1, TA3, TA4, TA5
Landscape and Visual Impact Assessment		Required, except if addressed at Outline stage. For developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> <li>• Solar and wind energy projects</li> <li>• Development in the open countryside or AONB</li> </ul>	Local Plan Policy EQ2

## Reserved Matters Application (continued – page 4)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape Plan / Strategy		Required, except if addressed at Outline stage.	Local Plan Policies EQ2, EQ4, EQ5, EQ6
Retail Impact Assessment		Required, except if addressed at Outline stage. For applications for over 2,500m <sup>2</sup> of floor space for retail, leisure or office development.	Local Plan Policy EP12 NPPF paragraphs 85-90
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the <a href="#">NP webpage</a> for an up-to-date list. Proposals should be assessed against each policy.	NPPF paragraph 2
National Design Guide Compliance Statement		For residential schemes compliance with the <a href="#">10 Characteristics of Well Designed Places</a> should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8
Planning Statement		Required (can be combined with a Design and Access Statement) <a href="#">Statement of Community Involvement</a> - Compliance statement required to show engagement with local community prior to submission: Affordable Housing Statement - Required for residential development of 10 or more units and must include number and tenure/size mix of affordable units.	Adopted Statement of Community Involvement Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Neighbour Consultation Form		Detailed on page 7 of this document.	

# Application for Advertisement Consent

Advertisement consent applications should be used for proposals to display an advertisement or sign which requires consent.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal</a> <a href="#">Fee Calculator</a>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. Show the proposed advertisement dimensions and position on the land or building in question	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Drawn to a scale of 1:20 or 1:50 and include a scale bar  Show the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection.  Show the signs, size and illumination. The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc., and whether the illumination will be static, flashing, or have moving parts.	Local Plan Policy EQ2
Photos and Photomontages		Required - Photos of the existing premises and Streetscene/context. Optional - Some sign companies can also provide photomontages which do assist	Local Plan Policy EQ2

## Listed Building Consent

Listed building consent applications are used if your property is listed for having special architectural or historic interest and you wish to make alterations, external or internal, to the building. (Listed building consent applications can accompany a householder or full application if planning permission is also required.)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Validation Checklist Form		From <a href="#">Planning Portal</a> NB – There is no separate form for listed building consent. There is no fee for Listed Building Consent. The checklist is available <a href="#">here</a> to double check all the correct documents have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Forms		Required for applications where the accompanying householder or full planning application will create one or more new dwellings, or involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space) of route of town retail floorspace (not required for the Listed Building Consent application itself).	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section. Needed if external alterations proposed. Drawn to a scale of 1:20, 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.	Local Plan Policies EQ2 and EQ3
Floor Plans (existing and proposed)		See 'Plans' section. Needed if internal alterations proposed. Drawn to a scale of 1:50 or 1:100 and include a scale bar Where existing buildings or walls are to be demolished these should be clearly shown. Show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).	Local Plan Policies EQ2 and EQ3

## Listed Building Consent (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Roof Plan (existing and proposed)		See 'Plans' section. Needed if external alterations are required. Drawn to a scale of 1:50 or 1:100 and include a scale bar	Local Plan Policies EQ2 and EQ3
Section Plans / Levels (existing and proposed)		Required, this will be determined on a case by case basis. Drawn to a scale of 1:50 or 1:100 and include a scale bar Show a cross section(s) through the proposed building(s) AND Plans to a scale of not less than 1:20 to show all new details proposed e.g. doors, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details For windows 1:20 and 1:1 sections of reveals and glazing bars	Local Plan Policies EQ2 and EQ3
Statement of Heritage Significance		The National Planning Policy Framework Chapter 16 'Conserving and enhancing the historic environment' requires the applicant to assess the impact that development will have on a heritage asset. Advice from Historic England can be found here: <a href="#">Assessing Significance</a> and <a href="#">Historic England Advice Note 12</a>	Local Plan Policy EQ3 NPPF paragraph 185/189
Design and Access Statement		What is a <a href="#">design and access statement</a> ?	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 - 034
Structural Survey and Conversion Method Statement		Required for development involving structural works to a Listed Building. Applicants should refer to SSDC's The Conversion of Barns and Other Historic Buildings guidance as appropriate, <a href="#">here</a>	Local Plan Policies EQ2 and EQ3
Ecology Report		If your Listed Building Consent application is submitted without an accompanying planning application it will be a requirement to complete a <a href="#">Biodiversity Checklist</a> and include within your application. If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed. This should include evidence to support Habitats Regulations Assessment where appropriate.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Local Plan Policy EQ4
Photographs		Photographs help us significantly, please stand back from the location of the works, whether internal or external, and please annotate.	

## Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 section 191](#)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal</a> (if applicable) <a href="#">Fee Calculator</a> The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings		See 'Plans' section. Required for changes to elevations. Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.	Town and Country Planning Act 1990 s.191

## Certificate of Lawfulness of Existing Use or Development (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans		<p>See 'Plans' section.            Required for changes to floor plans.            Drawn to a scale of 1:50 or 1:100 and include a scale bar            Where existing buildings or walls are to be demolished these should be clearly shown.            Show details of the existing building(s) as well as those for the proposed development.            New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>	Town and Country Planning Act 1990 s.191
Planning Statement		<p>Applicant's should be setting out their case clearly:            Describe the use, operations or other matter            Give the reasons for determining the use, operations or other matter to be lawful            Provide evidence e.g. sworn affidavit(s) from people with personal knowledge of the existing use; dated photographs; utility bills etc.</p>	Town and Country Planning Act 1990 s.191
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	

## Certificate of Lawfulness of Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From <a href="#">Planning Portal</a> (if applicable) <a href="#">Fee Calculator</a> The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m <sup>2</sup> or more floor space (including converted floor space) of out of town retail. Forms available <a href="#">here</a> , The Council's CIL guidance can be found <a href="#">here</a> .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section. Required for changes to elevations. <ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and include a scale bar</li> <li>• Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors.</li> </ul> Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.	Town and Country Planning Act 1990 s.192

## Certificate of Lawfulness of Proposed Use or Development (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		<p>See 'Plans' section. Required for changes to floor plans. Drawn to a scale of 1:50 or 1:100 and include a scale bar Where existing buildings or walls are to be demolished these should be clearly shown. Show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>	Town and Country Planning Act 1990 s.192
Section Plans / Levels (existing and proposed)		<p>See 'Plans' section. Required, this will be determined on a case by case basis. Drawn to a scale of 1:50 or 1:100 and include a scale bar Show a cross section(s) through the proposed building(s).</p>	Town and Country Planning Act 1990 s.192
Planning Statement		<p>Applicant's should be setting out their case clearly: Describe the use, operations or other matter Give the reasons for determining the use, operations or other matter to be lawful</p>	Town and Country Planning Act 1990 s.192
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	

## Tree in a Conservation Area/Tree Preservation Order Works or Hedgerow Removal Applications

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

The Application for Hedgerow Removal Notice form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Validation Checklist Form		<p>From <a href="#">Planning Portal</a>            If you wish to apply to remove a hedge, please complete the <a href="#">Hedgerow Removal Notice</a>            There is no fee            The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Hedgerows Regulations 1997
Location Plan		<p>A plan at a scale to aid the identification of the site (advised 1:1250 or 1:2500) showing the direction of North. The inclusion of adjacent roads and/or buildings can also help.            The tree(s) / hedgerow(s) in question should be clearly <b>marked in red</b></p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Tree Survey / Report		<p>Required for works to trees covered by a TPO if:            It is diseased or you have fears that it might break or fall (you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert).            Alleged damage to property (written technical evidence from an appropriate expert, including description of damage and possible solutions)</p>	Local Plan Policy EQ4 and EQ5
Description of Proposed Works		<p>Please provide a reasonably detailed description of the intended works and their extent.            You might ask your Arborist to prepare this for you.            If proposing crown reduction please specify the extent in metres as measured from the outer branch tips (both height and radius). If removing TPO trees details of replacement planting is required (location and preferred species).</p>	Local Plan Policy EQ4 and EQ5 Hedgerows Regulations 1997
Photographs		<p>Supporting photographs are helpful and can speed up the decision-making process.</p>	

## Removal or Variation of Condition (Section 73/19 application) (could be registered as a minor, major or other application)

This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		<p>From <a href="#">Planning Portal</a> (if S73) <a href="#">Fee Calculator</a></p> <p>The checklist is available <a href="#">here</a> to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for development relating to residential, retail warehouses, supermarket or hotel use that will change the floor space from that which was permitted by the permission that the S73 application relates to.	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		<p>See 'Plans' section.</p> <p>A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced <a href="#">helpful guidance</a> to applicants so the right information is included on plan.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		<p>See 'Plans' section.</p> <p>Required, this will be determined on a case by case basis if changes to elevations are proposed.</p> <p>Drawn to a scale of 1:50 or 1:100 and include a scale bar</p> <p>Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	Local Plan Policy EQ2

## Removal or Variation of Condition (Section 73/19 application) (continued – page 2)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		<p>See 'Plans' section.</p> <p>Required, this will be determined on a case by case basis if changes to floor plans are proposed.</p> <p>Drawn to a scale of 1:50 or 1:100 and include a scale bar</p> <p>Where existing buildings or walls are to be demolished these should be clearly shown.</p> <p>Show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>	Local Plan Policy EQ2
Roof Plan (existing and proposed)		<p>See 'Plans' section.</p> <p>Required, this will be determined on a case by case basis if changes to floor plans are proposed.</p> <p>Drawn to a scale of 1:50 or 1:100 and include a scale bar</p>	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		<p>See 'Plans' section.</p> <p>Required, this will be determined on a case by case basis if changes affect sections / levels.</p> <p>Drawn to a scale of 1:50 or 1:100 and include a scale bar</p> <p>Show a cross section(s) through the proposed building(s).</p>	Local Plan Policy EQ2
Ecology Report		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p> <p>Where the removal or variation has additional ecological implications an ecology report may be required. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Local Plan Policy EQ4
Flood Risk Assessment(FRA) & Drainage Plan		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	NPPF paragraphs 155-165 PPG Flood Zone and Flood Risk Tables

## Removal or Variation of Condition (Section 73/19 application) (continued – page 3)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Archaeological Assessment		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	NPPF paragraph 189
Tree Survey / Report		Required for changes to planning condition(s) in relation to this issue. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ2 and EQ5 BS. 5837 (2012)
Structural Survey & Conversion Method Statement		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	To ascertain the tests for 'conversion' Local Plan Policies SD1, SS2
Land Contamination Report		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ7
Noise / Vibration Assessment		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ7 NPPF paragraph 123
Agricultural Appraisal		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy HG9
Transport Assessment / Statement		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policies TA1, TA3, TA4, TA5
Heritage Statement		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ3 NPPF paragraph 189
Landscape and Visual Assessment		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ2

## Removal or Variation of Condition (Section 73/19 application) (continued – page 4)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape Plan / Strategy		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy EQ2
Affordable Housing Statement		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.	Local Plan Policy HG3
Planning Statement		Required. This should detail why the application for removal/variation of the condition is being sought.	Town and Country Planning Act 1990 s.73
Updated D&A if s19		Required to set out details of change and justification	The Town and Country Planning (Development Management Procedure) (England) Order 2015  PPG Design paragraphs 029 - 034
Updated/New Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the <a href="#">NP webpage</a> for an up-to-date list. Proposals should be assessed against each policy.	NPPF paragraph 2
Updated/New National Design Guide Compliance Statement		For residential schemes compliance with the <a href="#">10 Characteristics of Well Designed Places</a> should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8
Schedule of Plans		Please include a list of plans, that when modified, replaced and added to by reason of the S73/S19 will reflect the 'approved plans' relevant to the proposal.	In the interests of clarity.
Neighbour Consultation Form		Detailed on page 7 of this document. Recommended for S73 applications where the matter to be revised has been subject to previous objection/concern from neighbours.	

## Other Application Types

### Prior Approvals

Prior approval (see categories in the table below) means that a developer has to seek approval from the local planning authority (SSDC) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 of the General Permitted Development Order. SSDC cannot consider any other matters when determining a prior approval application.

Prior approval is required for some change of use permitted development rights. Certain other types of permitted development including the erection of new agricultural buildings, demolition and the installation of telecommunications equipment also require prior approval. The matters which must be considered by the local planning authority in each type of development are set out in the relevant parts of Schedule 2 to the General Permitted Development Order.

The statutory requirements relating to prior approval are much less prescriptive than those relating to planning applications. This is deliberate, as prior approval is a light-touch process which applies where the principle of the development has already been established.

Prior Approval for a Proposed Larger Home Extension	Prior Approval Agricultural Building to Office / Shops / Hotel
Prior Approval Office Use to Dwellings	Prior Approval Retail Use / Mixed Retail and Residential Use to Dwellings
Prior Approval Agricultural to State-Funded School or Registered Nursery	Prior Approval Agricultural Building to Dwelling
Prior Approval to a State-Funded School or Registered Nursery	Agricultural Prior Notification
Prior Approval Installation / Alteration / Replacement of Solar Photovoltaics (PV) (Non Domestic)	Prior Approval Amusement Arcades / Centres / Casinos, (Sui Generis Uses) to Dwellings
Prior Approval Storage or Distribution Buildings to Dwellings	Prior Approval Light Industrial Building to Dwellings
Prior Approval Shops, Financial and Professional Services, Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés	Prior Approval Shops and Financial and Professional Services, Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses
Prior Approval Erection or Construction of Collection Facility within the Curtilage of a Shop	Prior Approval for Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making
Prior Approval for Demolition of Buildings	Prior Approval for Certain Communication Apparatus

**PLEASE INCLUDE PHOTOGRAPHS OF THE SITE.** Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.

**Please note:**

- Validation requirements for Prior Approval Notifications are largely set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 Part 3 W, although some are set out in other parts of the order.
- Residential development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge.

**Our preferred route for the submission of applications for Prior Approval is via the [Planning Portal](#).**

### Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance. Forms can be found via [The Planning Control of Major-Accident Hazards\) Regulations 1999 \(as amended\)](#)

## Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (8).

### Non-Material Amendments

Discretionary changes may be made to an approved application that are deemed not material, guidance is available [here](#).

Validation requirements are as per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (10)

- [Applicationform](#)
- Fee – [What is the fee?](#)
- Location Plan and drawings or information necessary to describe the subject of the application; this may include revised elevations, roof and floor plans.

### Discharge of Conditions

Works or development may be approved with conditions that require the further agreement of details by SSDC prior to a start being allowable on site.

It is worth planning ahead as some conditions may require further survey work, drawings and consultation to be undertaken. SSDC encourages discussions regarding conditions to help applicants/developers prepare their site for development.

A covering letter is acceptable in place of an [application form](#) for this type of application together with the necessary details. As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 5 (27).

If sending the information by letter please set out clearly condition by condition the information we require plus references to any attached plans or technical documents. Extracts from manufacturer's brochures or photos to support your submission will be acceptable on occasion; in some circumstances we will require physical samples. This can be ascertained by emailing your case officer or [planning@southsomerset.gov.uk](mailto:planning@southsomerset.gov.uk) in advance of making your submission.

Discharge of Conditions submissions are charged per submission. See [here](#).

### Deed of Variation (of a Planning Obligation - DPO)

A planning obligation (also known as a section 106 agreement) may be varied or altered with the consent of SSDC. This must take the form of a formal application using the form available on this [page](#).

The application must include a clear explanation as to the changes sought and the reasons why.

### Jargon Corner - Glossary (abbreviations / definitions and selected web links)

Whilst we all try our best to avoid the use of jargon it is inevitable unfortunately! Our website [explains the planning process](#) and holds a glossary of terms used within planning spheres to aid your understanding. More information can also be found [here](#).

## Neighbour Consultation Form

Page 7 of this document sets out this requirement. This form can be completed as part of the Validation Checklist and Neighbour Consultation Form available [here](#)

Address of Neighbour/Premises Consulted	Summary of any objections/concerns/issues raised:	Response to those objections/concerns/issues: